PRE-ENROLMENT GUIDE 2020-2021





Consorci de:





SCHOOL PRE-ENROLMENT AND ENROLMENT: WHAT, WHO AND HOW?

PRE-ENROLMENT

Pre-enrolment is essential for securing a place for your child at one of the more than 400 schools in Barcelona's education system maintained by public funds.

- ∅ It is mandatory
- It is carried out from 23 March to 1 April, including both of those dates

ENROLMENT

Enrolment means **confirming** your child's registration for a place assigned at the new school.

- It is mandatory
- ∅ It is done from 16 to 22
 June

FAMILIES HAVE TO PRE-ENROL THEIR CHILDREN FOR THE COMING SCHO-OL YEAR WHEN THEY...



Are starting **P3** (born in 2017)



Need to change school



They are starting their 1st year of compulsory secondary-school education (ESO) at a new school



You are newcomers to
Barcelona and want access to
any level of education for the
first time



FIND OUT ALL ABOUT IT

Process calendar and times (+info, p. 4-7)

Priority criteria and required documents (+info, p. 8-13)

Proximity of schools (+info, **edubcn.cat**)

Places on offer at schools (+info, **edubcn.cat**)

Educational projects, extracurricular activities and private state-assisted schools (+info, p. 4 and edubcn.cat)

Remember: It is very important to submit your applications and documents within the established deadline.

All children aged 3 to 16 who are registered residents of Barcelona are guaranteed the right to a place in the city's education system.



5 STAGES AND 10 KEY DATES





INITIAL INFORMATION

01. You as a family attend your district's **information sessions**.–25 february to 10 march*

02. You as a family go and visit schools, in particular the ones closest to your home, on **open days**. You can also study the **initial offer**.*





MAKE A DECISION

03. You as a family choose the **schools** where you'll be applying for places, by order of preference.



SUBMIT YOUR APPLICATION

04. Fill in and submit your pre-enrolment application as a family, with its 10 prioritised options and requisite documents.—23 march to 1 april.*





WE'LL SORT OUT THE APPLICATIONS

When and how will you know the place that has been secured?

Once the applications have been submitted, places will be allocated according to the following steps:

- 05. Publication of the lists with **provisional eligibility scores**—22 april.
- 06. Challenges to provisional eligibility scores.*
- 07. **Tie-break** draw–5 may.
- 08. Publication of the lists with **final eligibility scores**–8 may.
- 09. Lists with the allocated places and waiting lists—9 de june.





ENROL

10. You as families confirm your acceptance of the place secured by **enrolling** at the corresponding school.—16 to 22 june. *





WE START THE NEW SCHOOL YEAR *

^{*}Provisional dates. Confirm the dates at edubcn.cat

IT'S TIME TO FIND OUT ALL ABOUT IT!

WHERE?

INFORMATION SESSIONS

The Consortium organises talks in each district, aimed above all at families whose children are starting their school education for the first time.

OPEN DAYS

Go and visit schools, especially the ones closest to your home. Discover their spaces and projects and ask everything you need to know about their teaching teams.

WEBSITES

Consult the websites of the schools and the Consortium. They contain important information on educational projects, extracurricular activities etc.

FAMILIES

Ask other families, the AMPA [Student Parents' Association] or AFA [Student Families' Association] at the schools. They will offer you their own personal assessments.



WHAT INFORMATION?

When you are researching a school, focus on:

- School educational project, unique activities or flagship projects, style of learning, values, support for students and so on.
- Educational community: teaching team (profiles, careers etc.,) families and AMPA or AFA (school life and participation).
- School and living environment: amenities, neighbourhood facilities, school path and so on.
- Places on offer, provision for siblings in P3 and places reserved for students with specific educational needs.

100% of the city's primary and secondary state schools will be part of Networks and Tools for Change innovation programmes during the next school year.



A good attitude is your best ally

- ∇ Visit, experience and explore as many schools as you can and meet their teams in person. That's the most reliable way for getting information and taking a decision.
- Ask, listen and contrast, with an open mind, with families and teachers you know (from your child's nursery or current primary school) and from the schools you visit. Barcelona's entire education system is committed to interesting and innovative projects. You'll be amazed by the range of schools we have on offer nearby you!

MAKE A DECISION BASED ON CONFIDENCE



A STAGE IN LIFE THINK ABOUT...

on THE CENTRE AND ITS SURROUNDING AREA

Think about your child's personal and educational itinerary. The new school and neighbourhood network will accompany them through a stage of relating, living and growing that will last for several years. Do you like the educational project, values, educational style, etc.? What facilities, services and resources are there in the neighbourhood for children and young people?

02 PROXIMITY

Opting for a school close to home makes organising the family easier. But, above all, it fosters your children's independence, by going to school on their own, building up a circle of friends or arranging to do school work.

33 ALLOCATION AND ASSIGNED SECONDARY SCHOOLS

Primary and secondary schools make a huge effort to coordinate projects, methods and educational content. This enables students to connect one educational level to another Each primary school will have a assigned secondary school, which ensures educational continuity.

99%

of students get a place at one of their prioritised options.

This system ensures educational quality at any school in the education system. Choose your 10 prioritised options.

10 OPTIONS AND A NETWORK OF CONFIDENCE

You as a family take part in choosing the school by stating where you would like your children to be educated. Sometimes, however, a school can receive more applications than it has available places. All Barcelona's schools offer extremely interesting projects and enjoy support from a large network of professionals, facilities and resources.

Mark 10 schools in order of priority and take your decision bearing in mind the following:

Priority criteria (p. 8 and 9).
 Provision for places reserved for siblings and students with specific needs. For the purposes of advancing towards desegregation and ensuring fairness, places reserved for students

with specific needs will vary according to the school and the area. Find out about them at each school.

Your preferences.



PRE-ENROLMENT STEP BY STEP

FILL IN THE APPLICATION



It is mandatory to provide an email address and advisable to give a mobile phone number. Make sure you write it clearly and correctly.

(01)

(02)

FILL IN APPLICATIONS

Fill in the **8 sections** of the form according to the student's family and personal situation:

- 01 Student's data
- 02 School data
- 03 Place applied for
- 04 Specific criteria
- 05 General criteria
- 06 Supplementary criteria
- 07 Voluntary choice on religion
- ⁰⁸ Signed declaration

All the data supplied (residence, criteria etc.,) must be true and verifiable. Legal action can be taken to verify **whether the data are true**. And, if any fraud occurs, the reserved place is lost.

The application must be submitted within the established time limit. Order of allocation does not imply priority or reservation of places.

SUBMITTING APPLICATIONS

Don't leave it to the last day to take your application to your first-choice school. You can do that at the Consortium's Help and Information Office, the Municipal Enrolment Offices (OME) or at a Citizen Help and information Office (OAC).



ONLINE PRE-EN-ROLMENT

Fill in the data online and print out the application on **edubcn.cat**



PRE-ENROLMENT ON PAPER

Fill in the application form you will find at any school, on the Consortium's website or at its Help and Information Office, at Enrolment offices (OME) and at Citizen Help and Information Offices (OAC).



DOCUMENTS

Consult page 12 for basic supporting documents that you have to enclose in your application when you submit it.



CALENDAR

Confirm final data at edubcn.cat or the schools concerned.



WHEN AND HOW YOU WILL KNOW WHAT PLACE YOU HAVE OBTAINED?

- 01 You will be notified about your allocated place from June onwards, after the applications have been processed step by step.
- 102 This information will be sent to you by email or, specifically, on your mobile phone if you provided the number.
- ⁰³ The school you originally applied for is your main source of information.
- (14) You must pay attention to the **edubcn.cat** calendar at the following times:
- Publication of the lists of provisional eligibility scores: check that the criteria scores are correct. 22 April *
- **Challenges:** you can point out any mistakes in the provisional eligibility scores at the school chosen as your first option.*.
- Publication of the eligibility scores once all the claims have been resolved. 4 May *
- Tie-break draw for families with the same score and place. 5
 May *
- Publication of the lists with final eligibility scores. 8 May *
- Extending applications: families without a place at any school they applied for may extend their application to schools with vacancies.*
- **∅** Final offer. *
- Publication of the lists of students admitted and, where necessary, waiting lists. You will receive a message showing your allocated school. It is important that the contact information is correct. 9 June *
- Once submitted, applications are processed under equal conditions and objectively under priority criteria. Every application has an **identification number**, which guarantees the traceability of the documents submitted and assessed.

*Provisional dates. Confirm the dates at edubcn.cat

04

ENROLMENT

Once places have been allocated, do not forget to confirm your registration by enrolling at the new school. Pay attention to the dates on **edubon.cat**.

If you do not enrol within the established period, you will lose your reserved place (+info on p. 13).

Enrolling at one school does not invalidate the possibility of simultaneously being on the waiting list for another school.



Schools have to accept all the applications within the deadline and under no circumstance may they receive any payment for accepting them or reserving places.

A single application form only may be submitted. If more than one is submitted, this will invalidate priority rights. PRE-ENROLMENT STEP BY STEP

POINTS SYSTEM, CRITERIA AND DRAW: HOW DO YOU OBTAIN A PLACE?

PRIORITY CRITERIA

- on If a school receives more applications than it has available places, the priority criteria establish which child has preference.
- ⁰² These criteria give scores to families according to **various circumstances**.
- ⁽³⁾ The **catchment area** is the area delimiting the public and subsidised public education centres where you will receive the **maximum score from the proximity criterion**. You can find out which schools are within the area of influence for your residence or workplace at **edubcn.cat**.



4 out of every 10 families had siblings at the same school and obtained 40 points (2019).

The system prioritises a local (infants and primary) and educational continuity (secondary) school model. Consult the catchment area for your home and the local schools.

THE SCORE AND THE ELIGIBILITY LIST

Ø It is important to carefully consider which school to choose as your first option, because the total number of points (or eligibility score) is applied in relation to this centre and it is maintained for all the other options.

A person who has fewer points for the general criteria cannot be placed above an application with a higher score. Exception: students with a reserved place due to specific educational needs.

THE DRAW

The draw number (and not the application identification number) will be used as a reference for assigning the place.







AFFILIATION

② In general, affiliation is taken into account when a place is requested in a secondary school. However, in exceptional cases, families with children who are in the last year of a centre that only offers primary education will also have to mark affiliation and request to continue primary education in a centre where they have affiliation.





SIBLINGS OR PARENTS AT THE SCHOOL*

Where a student has a sibling educated at the school, or parents or legal guardians who work there: 40 points.

This also applies to students who are being fostered by a family, based on the members of the foster family.





MINIMUM INCOME*

Where the parent or guardian is a beneficiary of income support, calculated according to children under their care:
10 points.

* Requires supporting documents.





CHILDREN OR PARENTS WITH A DISABILITY*

Where a student or their parent, guardian or sibling has an accredited disability equal to or above 33%: **10 points**.





LOCAL SCHOOLS*

You need to state unique localschool circumstances, taking into account the school stated in the application's first option. Points for these various situations cannot be accumulated.

Of If the student's usual residence is in the catchment area of the school: 30 points.

∅ If the workplace (of the parent or guardian) is in the school's catchment area: 20 points.

If the usual residence is in the same municipality as the school applied for in the first place but not in its catchment area: 10 points. 8 out of every 10 families educated their children in a local school and obtained 30 points (2019).

Any criterion that is not accredited within the deadline shall not be considered for eligibilityscor purposes.

Complementary criteria.*

If the student is part of a large or single-parent family: 15 points.

member that having a chronic illness (digestive, endocrine or metabolic, including coeliacs) or cases where parents or siblings have been students in the school are no longer considered as complementary criteria.

WHERE CAN YOU FIND FURTHER INFORMATION?



FACE ASSISTANCE

Infant, primary and secondary schools.

∅ Help and Information Office

Barcelona Education Consortium Pl. d'Urquinaona, 6.

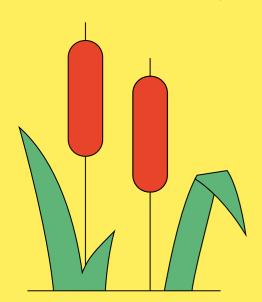
School Enrolment Offi-

ces Families opting for a school in Ciutat Vella, Nou Barris and Sant Andreu can contact, get information and submit a preenrolment application to the municipal offices operating in these districts.

<u>Ciutat Vella</u> Placeta del Pi, 2

Nou Barris C. de Nil, 27 baixos

Sant Andreu C. de Sant Adrià , 20 (former Fabra i Coats offices)



OTHER INFORMATION POINTS

Ajuntament de Barcelona

Sant Miquel Citizen Help and Information Office¹ Pl. de Sant Miquel, 3

<u>District of Ciutat Vella</u>
C. de les Ramalleres, 17

<u>District of l'Eixample</u> C. d'Aragó, 328

<u>District of Sants-Montjuïc</u> C. de la Creu Coberta, 104

District of les Corts
Pl. de Comas, 18

<u>District of Sarrià-Sant Gervasi</u> C. d'Anglí, 31

<u>District of Gràcia</u> Pl. de la Vila de Gràcia, 2

<u>District of Horta-Guinardó</u> C. de Lepant, 387

<u>District of Nou Barris</u> Pl. Major de Nou Barris, 1

<u>District of Sant Andreu</u> C. del Segre, 24

<u>District of Sant Martí</u> Pl. de Valentí Almirall, 1



ONLINE ASSISTANCE

Barcelona Education Consortium

∅ educacio.gencat.cat

Department of Education

barcelona.cat/educacio
Barcelona City Council



@ 012 Citizen Help and Information²

@ 010 Barcelona City Council²



01) 1. You will need to book an appointment in advance for requesting information and/or carrying

out this procedure in a Citizen Help and Information Office (OAC) by:

- Accessing ajuntament.barcelona.cat/cita.
- Using a procedures and services booth (BCN-Point).
- Calling 010.
- By mobile, downloading the Mobileid app (www.mobileid.cat/ca).

02 Cost of the call according to the operator. Consult the office addresses as well as the locations of the booths and the 010 service conditions at

ajuntament.barcelona.cat/atenciociutadana.



Information points for families with **children** with specific needs:

- Contact information at edubcn.cat or by calling 010.

PRE-ENROLMENT STEP BY STEP

REQUISITE DOCUMENTS

PRE-ENROLMENT

BASIC DOCUMENTS

(MUST BE SUBMITTED IN ALL CASES)

- Original copy and photocopy of your family book and other parentage-related documents. If the student is being fostered, the fostering decision issued by the Departament de Treball, Afers Socials i Famílies.
- Original copy and photocopy of the applicant's national ID (parent or guardian) or, where they are a foreign national, a residence permit showing either their foreign-resident identification number (NIE) or their passport number. If they are a foreign national from the EU, an ID from their country of origin.
- Ø Original copy and photocopy of the student's national

ID where they are older than 14 or have their own ID despite being younger than 14. As an exception, students' identification or parentage may be confirmed with an ID, the family book of their country of origin or alternative documents they may produce.

Supporting documents for the criteria only need to be submitted where they have been marked in the application.

GENERAL CRITERIA Siblings educated at the same school

There are some circumstances that can be directly verified by the school and which therefore do not require any documents to be submitted:

- Where, on submitting the preenrolment application, the student has a sibling educated at the school.
- Where, on submitting the preenrolment application, the parent or guardian has been performing an uninterrupted activity in person for a minimum of 10 hours a week, with the corresponding interim or substitute appointment or under an employment or administrative contract.
- Where it is argued that the sibling has been educated at a state school that is regarded as the same school the place is being applied for, a certificate from the centre where they have been educated must be submitted.

Local schools by usual residen-

ce Original copy and photocopy of the <u>applicant's national ID</u>, or, where they are a foreigner, the residence permit stating their foreignresident identification number.

- Where the usual <u>residence</u> that is stated <u>does not coincide</u> with the one given on the national ID or residence card stating the national identification number or the person concerned has no foreign-resident identification number, the student's <u>municipal certificate</u> or cohabitation certificate will have to be submitted and it must state that they live with the applicant.
- Renewed national IDs that have not been previously submitted must be produced during enrolment.
- Where, under these criteria, a workplace is treated as a residence, a copy of the employment contract or a certificate issued by the company to that end must be submitted. Where workers are freelancers, account is taken of the residence confirmed with the Inland Revenue and supported by a copy of the form for Tax Register Registration, Amendment and Deregistration with the Taxpayers' Register (form 036).

Minimum income (family unit's annual income) Documents confirming the person concerned is a beneficiary.

Disability of student, parent or sibling.

Original document and photocopy of the certificate of disability of the person who claims to have this condition, issued by the Departament de Treball, Afers Socials i Famílies. False or **fraudulent** data provided as well as a submission of **more than one application**, will invalidate any potential priority rights

Applications (or receipts of applications sent online) and documents must be sent within the established deadline.





COMPLEMENTARY CRITERIA

Large or single-parent family

Original copy and photocopy of the currently valid <u>large or single-parent family card</u>, issued by the Departament de Treball, Afers Socials i Famílies. Where this is not available, the person concerned must produce the provisional certificate issued by the Department itself during the processing of the card. Applications for cards are not used for confirming this situation.

ENROLMENT

Once the process for allocating places has ended, enrolments must be formally made within the established deadline. The following has to be produced:

Documents confirming compliance with the academic or other requirements set by the school.

If the renewed national ID with the new address could not be submitted (where a change of residence has occurred, demonstrated by the cohabitation certificate produced with the application), it will have to be produced during the enrolment.

Photocopy of the **vaccination** card showing the doses of vaccines received along with their corresponding dates. If the student has not been vaccinated, on medical or other grounds, an official medical certificate justifying this must be produced.



STUDYING IN BARCELONA

Education thrives in every neighbourhood

There is a network of primary and secondary schools, education professionals and programmes near you. Check them out!





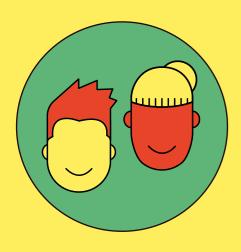
Consorci de:





A NEW STAGE, WE ARE **GROWING BY MAKING A TEAM**

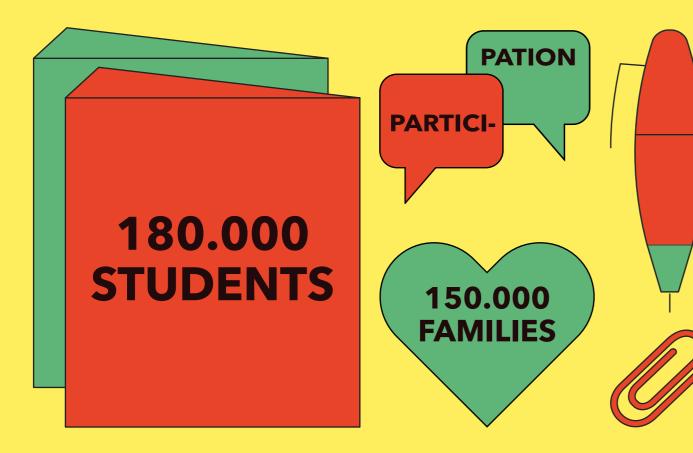
A **new stage of education** is about to start for your children at Barcelona's secondary schools. The city will pull together to support you in their growth and learning and ensure each child and young person in Barcelona can build their future educational itinerary. You will also play a key role as families.

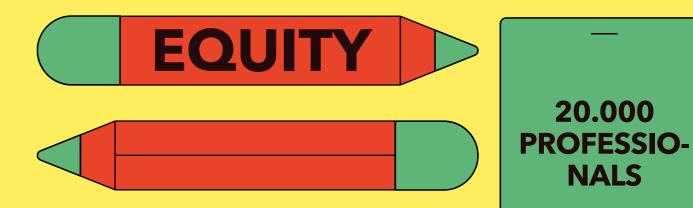


P3 FAMILIES AND CHILDREN: WELCOME!

This is an **important time** for your family. And for **Barcelona's education** system, which will usher in a school year with over 13,800 children in P3.

Discover how teachers, monitors, porters and other professionals are preparing to welcome you into the city's large educational community! It's time for us to get ready to start.



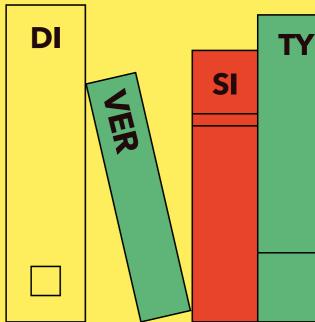


THE SCHOOL **WE WANT...**

By cooperating, primary and secondary schools support 180.000 Coherent and future educational itineraries











20.000

NALS

灭

HOW DO WE CREATE SCHOOLS WHERE EVERYONE WINS?

With education thriving all over the city, we create schools where everyone wins. Because education thrives if we create communities, with schools that reflect the diversity inherent in every neighbourhood, with stimulating classes where everyone takes part. This is when we form a team and we get involved in the educational opportunities for everyone, when the success of every child and young person means success for us all. We are stronger as a city and we thrive as a community.

GROWING UP NEAR HOME

Local schooling is a value for growth for children and young people. Walking to school and back, combining school time with afternoon activities near home, meeting up with neighbourhood friends... Local schooling means balancing life, education in the community and neighbourhood life.

LINKED PRIMARY AND SECONDARY SCHOOLS

Educating, growing and en-

suring educational continuity. We work to ensure that every primary school has an affiliated secondary school. That is why centres and professionals share educational methods and programmes with a single goal: linking the transition from primary to secondary education and thereby ensuring that students follow coherent, well-focused educational itineraries.

INNOVATION IN EVERY SCHOOL

We are innovating for a quality, diverse and equivalent education. During the next school year, 100% of primary and secondary state schools will be part of Networks and Tools for Change innovation programmes. Barcelona has a wealth of educational projects and centres. And they all enjoy the support of a network of professionals, services and resources, to guarantee the quality and equivalence of their educational itineraries.

THE KEY IS RECEIVING AND CONTRIBUTING

Taking part enriches schools while students learn better in a dynamic school. Co-responsibility is a necessary condition for educational success. All of us, including families, have to be involved in children's education. Because the active interest of families in their children's school activities is vital for their success at school. Placing trust in professionals and each school's capacities also means accompanying them.

DIVERSITY IN EVERY CLASSROOM

We believe we want a school for everyone. Because we know that educational progress improves when we grow in diverse, balanced groups. Hence our educational support (CRP, EAP, ELIC...), school scholarships and reserved places for students with specific educational needs... To guarantee fairness and educational opportunities for every child and young person. Because every individual success is a success for the entire system.





WHO IS THRIVING IN THIS TEAM?

En la educación, todos somos importantes y cada uno tiene una misión. Dentro y fuera del aula. Hemos aprendido que, para hacerlo bien, tenemos que trabajar como un equipo: colaborando, enriqueciéndonos y compartiendo. **Cooperamos y trabajamos en red** para hacer realidad un proyecto educativo de ciudad. **Centro a centro, barrio a barrio y distrito a distrito**.

SCHOOLS



The educational community consists of all of us bringing life to Barcelona's primary and secondary schools every day: students, families, teachers, monitors, porters, administrative staff and other professionals.









NEIGHBOURHOODS



Neighbourhoods form a local network for each family. Besides the primary schools, secondary schools and the professionals who work to provide them with support, each and every Barcelona neighbourhood has a network of facilities, organisations and projects that supplement and enrich the educational, training and recreational options for your children.

EDUCATIONAL SERVICES



Hundreds of us, as educational professionals, are accompanying schools and offering them teacher-training services and programmes, educational inspections, innovation and academic guidance.



















School and student support programmes

Accompanying innovation



52 Civic centres



School paths

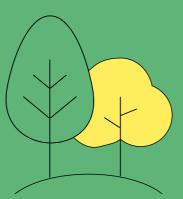














EDUCATION THRIVES IN EVERY NEIGHBOURHOOD 9

AN AUTHORITY SUITABLE FOR A CITY EDUCATIONAL NETWORK

The Barcelona Education Consortium has working hand in hand with the Generalitat of Catalonia and Barcelona City Council for the last ten years, to improve the management of education and make it more local. We are the sole educational authority for Barcelona, promoting and coordinating a large educational network made up of 235 state and 173 state-assisted centres, with over 11,000 professionals. **And we aspire: to develop bold, empowered citizens with a future**.

WE ARE DEMANDING

Education is dynamic and in constant evolution. We are involved and alert teachers and professionals well aware of the realities of education. Over 22 networks and working groups work towards change and for educational innovation in the more than 400 centres in the city. We provide responses and more opportunities in the educational itineraries for children, young people and adults in Barcelona.

WE ARE LOCAL AND FACILITATORS

We are over 500 locally based professionals serving and supporting state schools. We accompany them in their everyday activities, facilitating the necessary conditions to create unique, singular educational projects in all city schools, while reinforcing the independence of each one.

WE ARE THE HEIRS TO A BOLD, COHERENT DECISION

A complex city such as Barcelona needs combined efforts and a single authority for education, able to align and coordinate every authority and every one of us working in education with a shared perspective and project. When we combine resources efficiently we can multiply the expected results!





EDUCATION THRIVES IN EVERY NEIGHBOURHOOD

WE WANT TO SHARE SOMETHING WITH YOU: WE WANT TO EDUCATE, GROW AND THRIVE AS A TEAM

Why is 'working as a team' important in education? Why is it important for education to thrive in every neighbourhood?

Because working as a team and thriving is the same as wanting every child and young person to make a success of their education.

Because everyone, the educators and professionals, the families and all of us who live in the city's neighbourhoods are moving to the same beat: to support our children and young people with educational resources, experiences and opportunities that will help them to grow and begin their chosen paths in life with everything that a city like Barcelona can offer them.

